



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 13, 2013

Iris Lopez
415 E. 14th Court
Des Moines, IA 50316

Dear Ms Lopez,

This letter is in regards to the November 8, 2013 compliance check of your Category A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

You had one additional child over your numbers during this check. You reported that this child is only in your care once per month. If the child is there more regularly than this you will need to find an alternate plan where you have NO MORE THAN 6 pre-school children, including infants, at any one time.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

You indicated you have plugs but one of the older toddlers is able to pull the cap from the outlet. You will need to replace the caps. You may also want to put tape or an additional barrier over the top of the caps to prevent them from being removed. Additional supervision of the children who are capable of removing caps will be necessary.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

☐ 110.5(1)x For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal.

You were uncertain if your house has ever been assessed for lead hazards. You were also uncertain what year the home was built. These items will need to be looked into.

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated **every two years**.

You and your husband both need documentation of a current physical, within the last two years. If you do not have a current physical you both will need to make an appointment. There are new physical forms that need to be completed, effective November 1, 2013. I have included them in this mailing for your reference as well as the code information documenting the change.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

You had several trainings completed and other certificates were old. I would strongly suggest you contact Child Care Resource and Referral at 1-800-722-7619 and they can assist you in making sure you have the correct training hours and get signed up for any additional trainings you might need. They are also a helpful resource in helping you get into compliance with the Iowa Code requirements for Child Care Development Homes.

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Very important, the child cannot receive medical treatment without this being signed. This form is on page 3 and should be signed and put into each child's file. This document should be updated yearly.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

110.5(9) The provider meets the following requirements:

**110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "A"**

☐ 110.8(1)a Not more than six preschool children present at any one time including infants.

You were one over on your numbers. If this will be a regular occurrence, you will need to come up with a plan to ensure that you do not have too many children in your care at one time. Please contact me if you need assistance creating a plan.

☐ 110.8(2) Has three written references which attest to character and ability to provide child care.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before January 2, 2014.**

☐ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after _____.

x ☐ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: January 2, 2014.

X

Signature

Date

Please call me if you have any further questions.

Sincerely,

Melissa Crawford
Child Development Home Compliance Checks
DHS, Dallas County
210 N. 10th Street
Adel, IA 50003
(515) 993-1742 (ph)
(515-) 564-4033 (f)

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).

Crawford, Melissa

From: Stacie Christensen <christensens@yessiowa.org>
Sent: Wednesday, November 13, 2013 4:23 PM
To: Crawford, Melissa
Subject: Jesus things
Attachments: Picture (Device Independent Bitmap) 1.jpg

UGG

The unit does not recall Jesus having the poster here and I did search our donation/holding room for anything and came up with nothing :(
Hopefully CS will search. We'll pray

Stacie Christensen
Case Manager
Youth Emergency Services & Shelter
918 SE 11th Street
Des Moines, IA 50309
Direct Line (515) 557-2265
www.yessiowa.org<<http://www.yessiowa.org>/>

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